

5.05.500 HOUSING GOALS, POLICIES AND PROGRAMS

This section describes this Housing Element's policies and programs, and quantifies the objectives intended to guide housing development in Colma until the year 2014. Many of the following programs are carried over from the 2004 Housing Element.

5.05.510 PUBLIC PARTICIPATION

Citizen involvement in the preparation of the Colma Housing Element was accomplished through the process of two City Council hearings, as Colma does not have a Planning Commission. A study session was held on May 13, 2009 to discuss the background of the Housing Element, the general topics addressed in the Housing Element, and the proposed housing policies and programs. Public notice of the study session was posted on all official bulletin boards in the community and sent to housing advocacy groups active in San Mateo County. The draft Housing Element was also posted on the Town's website.

A second study session was held on June 10, 2009 to further discuss and refine the housing policies and programs for the Town. Again, the study session was publicly noticed. Due to the extremely small size of the Town of Colma, community outreach is usually done as part of a Council study session. Separate workshops held on specific topics are typically not well attended or effective. Input gained at the study sessions was incorporated into the document and informed the policies and programs included herein. In response to questions asked at the study session, some draft programs, including a program regarding parking variances were determined to not be appropriate in Colma. Additionally, new programs were discussed, including additional partnerships with affordable housing developers in the region. Also, the Town's approach to meeting the requirements of Senate Bill 2 (SB 2) were discussed at these study sessions and informed the ultimate program selected to meet SB 2 requirements.

5.05.520	HOUSING GOALS
Goal A:	Identify adequate sites, with appropriate zoning and development standards and services to accommodate Colma's share of the regional housing needs for each income level.
Goal B:	Assist in making available adequate housing to meet the needs of extremely low, very low, low and moderate income households.
Goal C:	Address, and where possible, remove governmental constraints to the maintenance, improvement and development of housing, including housing for all income levels and housing for persons with disabilities.
Goal D:	Conserve and improve the condition of the existing housing stock.
Goal E:	Preserve assisted housing developments at risk of conversion to market-rate.
Goal F:	Promote equal housing opportunities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status or disability.
Goal G:	Encourage sustainable residential development that is energy efficient and consistent with existing and future Town values and policies related to reducing greenhouse gas emissions.
5.05.530	HOUSING ELEMENT POLICIES, PROGRAMS AND QUANTIFIED OBJECTIVES

To reach the above identified housing goals, specific housing policies and programs have been identified. Where appropriate and quantifiable, each program is assigned an estimated number of units expected to result from the program. Many programs will work together to impact and encourage the development of the same desired units. *Table H-21*, below, identifies each housing policies, the specific housing goals that the policies relate to, the

programs implementing the policies, and the quantified number of units expected to result from the program.

Table H-21: 2009 Housing Element Policies, Programs and Quantified Objectives

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Policy 1: Encourage construction of single family detached homes at all income levels in the Sterling Park residential neighborhood.				
Goal A: Identify Adequate Sites Goal B: Assist in making affordable units available	<p>Program 1.1 Manufactured Housing Design Standards. California's Factory Built Housing Law allows jurisdictions to regulate the design and aesthetics of manufactured housing as long as the restrictions are similar to those applied to other residences of similar size.</p> <p>Manufactured homes complying with and certified by state law must be permitted as single family homes in residential neighborhoods. By drafting and adopting a design ordinance for manufactured homes, Colma can ensure that the aesthetics of Sterling Park will not be adversely affected by manufactured homes.</p>	Adoption of specific design standards for Manufactured Housing in Colma by December 2013.	Planning Department is responsible for preparation of design standards for City Council review and adoption.	Up to 12 new construction single family units allowed in Sterling Park. 0 rehabilitated units 0 preserved units

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
<p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p>	<p><i>Program 1.2 General Plan Consistency Review and Annual Report.</i></p> <p>Continue to conduct an annual Housing Element implementation review consistent with Government Code Section 65400. Provide an annual report on the Town's housing efforts, to the City Council and ensure the annual report is available to the public.</p>	<p>Continue internal consistency review annually and make report available to the public.</p>	<p>Planning Department is responsible for General Plan and Housing Element review and maintenance.</p>	<p>N/A</p>
	<p>Policy 2: Encourage construction of second dwelling units where appropriate.</p>		<p><i>Program 2.1 Second Unit Ordinance.</i></p> <p>Pursuant to Colma's Zoning Code, second dwelling units are permitted in the "R" Zone, in accordance with state law. Second dwelling units are not permitted in the Sterling Park neighborhood, in order to comply with the maximum density of the 13 units / acre density and to manage parking impacts.</p>	<p>Ongoing enforcement of existing ordinance and standards</p> <p>Planning Department is responsible for ongoing enforcement of municipal zoning code</p> <p>3 new construction units available to moderate income households</p> <p>0 rehabilitated units</p> <p>0 preserved units</p>

Policy 3: Provide incentives that encourage affordable high-density residential uses near major regional transportation facilities.

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Goal A: Identify Adequate Sites Goal B: Assist in making affordable units available Goal C: Remove governmental constraints	<i>Program 3.1 Planned Development Districts and Mixed Use.</i> Pursuant to the Colma Zoning Ordinance, parcels zoned as "Planned Development (PD)" permit a mix of uses, including both residential and commercial. Higher density, multi-unit residential developments are permitted in PD zones. PD districts may be established in any R or C zone upon application of a property owner or owners, or upon the initiative of the City Council.	Ongoing enforcement of existing ordinance and standards.	Planning Department is responsible for the review of planned development applications.	63 new construction attached units 0 rehabilitated units 0 preserved units _____ At least 20% of new construction attached units affordable to moderate income and below.
			City Council is responsible for the adoption of planned development rezones.	
	<i>Program 3.2 Density Bonus Provisions for Affordable Housing.</i>	Evaluation to be completed within one year of Housing Element adoption.	Planning Department is responsible for bringing a suspension of the Inclusionary Housing Ordinance to the City Council, then providing an evaluation of the ordinance with suggested revisions to reflect the Town's interests.	63 newly constructed units 5 extremely low 10 very low 11 low 13 moderate 0 rehabilitated units 0 preserved units

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Goal B: Assist in making affordable units available	<p>Program 3.3 High-Density Housing Near Colma and South San Francisco BART Stations.</p> <p>Pursuant to the Colma General Plan, a residential density policy applicable to property fronting on El Camino Real between B, C and D Streets encourages high density residential facilities in the vicinity of the Colma and South San Francisco BART Stations.</p> <p>At the Colma BART Station, policies suggest that rooflines exhibit a pitched roof treatment and that the east facade of all structures not exceed the equivalent of two stories above properties in the adjacent R-S Zoning District.</p>	Ongoing enforcement of existing ordinance and standards.	<p>Planning Department is responsible for ongoing enforcement of municipal zoning code.</p> <p>City Council is responsible for approving new developments.</p>	<p>63 newly constructed units</p> <p>5 extremely low</p> <p>10 very low</p> <p>11 low</p> <p>13 moderate</p> <p>0 rehabilitated units</p> <p>0 preserved units</p>
Goal A: Identify Adequate Sites	<p>Program 3.4 Planner Responsibility to Promote Affordable Housing and Mixed-Use.</p> <p>At the time first contact is made with Town staff, developers are alerted by the City Planner of the Town's desire to provide a wide range of housing, including units affordable to lower income households. The Planner informs prospective developers of the numerous alternatives for financing the construction of affordable housing units, including available incentives such as density bonuses, and provides them with a list of vacant and underutilized properties in Colma. Provide development community with HCD "Financial Assistance Program Directory".</p>	Ongoing implementation of existing program.	<p>Planning Department is responsible for ongoing management of existing program.</p> <p>City Council is responsible for approving new developments</p>	<p>63 newly constructed units</p> <p>5 extremely low</p> <p>10 very low</p> <p>11 low</p> <p>13 moderate</p> <p>0 rehabilitated units</p> <p>0 preserved units</p>

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
<p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> <p>Goal C: Remove governmental constraints</p>	<p><i>Program 3.5 Planned Development Zoning Provisions for Larger Lot Development.</i></p> <p>The Town's Planned Development Ordinance provides for residential development proposals that would not be possible under the available conventional zoning. Establishing a PD, or 'Planned Development' allows for site-specific constraints to be taken into account when setting the regulations for development, such as design, setback, and parking standards. By allowing for PDs in the Zoning Code, the Zoning Code becomes more flexible and accommodating of residential proposals that can respond to site specific conditions.</p>	<p>Ongoing enforcement of existing ordinance and standards.</p>	<p>Planning Department is responsible for ongoing enforcement of municipal zoning code</p> <ul style="list-style-type: none"> 5 extremely low 10 very low 11 low 13 moderate 0 rehabilitated units 0 preserved units 	<p>63 newly constructed units</p>
<p>Goal A: Identify Adequate Sites</p> <p>Goal B: Assist in making affordable units available</p> <p>Goal C: Remove governmental constraints</p>	<p><i>Program 3.6 Ensure No Net Loss of Required Units.</i></p> <p>For each of the three sites identified to accommodate housing for lower income households approved for development at a realistic capacity lower than that identified in the Housing Element, the Town shall identify a site with available infrastructure, without site constraints that would impair achieving maximum densities, and rezone the identified site with a maximum density of 30 units per acre. The rezoned site shall be of sufficient size to accommodate the equivalent realistic capacity of the underdeveloped site so that there is no net loss of capacity in zoning for lower income households.</p>	<p>Development of evaluation procedure to implement Govt. Code Section 65863 within one year of Housing Element adoption.</p>	<p>Planning Department is responsible for determining realistic capacity and ensuring adequate sites for required units.</p> <ul style="list-style-type: none"> 5 extremely low 10 very low 11 low 13 moderate 0 rehabilitated units 0 preserved units 	<p>63 newly constructed units</p>

Policy 4: Provide Housing accessible to persons with special needs, including seniors, persons with disabilities, and homeless persons.

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
<p>Goal C: Remove governmental constraints</p> <p>Goal F: Equal Opportunity for Housing</p>	<p><i>Program 4.1 Reasonable Accommodations Ordinance Enforcement.</i></p> <p>In January 2007, the Town adopted an ordinance amending the Colma municipal code to provide a procedure by which persons with disabilities can request reasonable accommodation in seeking equal access to housing. The procedure includes an application form, establishes review authority, requires public noticing and requires findings.</p> <p>The Town will continue to enforce the ordinance in order to continue to allow for reasonable accommodations for persons with special needs.</p>	<p>Ongoing enforcement of existing ordinance and standards.</p>	<p>Planning Department is responsible for ongoing enforcement of municipal zoning code</p>	N/A - As needed.
<p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p> <p>Goal F: Equal Opportunity for Housing</p>	<p><i>Program 4.2 Senior Housing.</i></p> <p>Through this program the Town maintains and manages Creekside Villas, an 18-unit Senior Housing Complex on El Camino Real. The current rental structure is designed to provide subsidized and affordable units to low-income seniors.</p>	<p>Ongoing enforcement of existing ordinance and standards.</p>	<p>Town of Colma Administration and the Department of Public Works responsible for maintenance/management of the facility.</p>	<p>0 newly constructed units 0 rehabilitated units 18 preserved units</p>

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Goal F: Equal Opportunity for Housing	<p><i>Program 4.3 Emergency Shelters.</i></p> <p>California Government Code Section 65583(a)(4) requires Colma to assess the need for emergency homeless shelters and zone to permit these shelters by right and without environmental review. To meet these requirements, Colma will draft and adopt an emergency shelter ordinance, which will permit emergency shelters without a Use Permit or any other discretionary permit. The Residential "R" zoning district is the zone that likely will be revised to accommodate emergency shelters. Written, objective standards for emergency shelters in the district will be included in the ordinance.</p>	<p>Draft and Adopt Zoning Code amendments by December 2013</p>	<p>Planning Department responsible for drafting rezone resolution.</p> <p>City Council responsible for adopting rezone resolution.</p>	N/A
Goal F: Equal Opportunity for Housing	<p><i>Program 4.4 Inform local developers of opportunities to provide transitional and supportive housing.</i></p> <p>Provide information regarding the Town's transitional and supportive housing opportunities to local developers through counter handouts and interactions, and on the Town's website.</p>	<p>Ongoing</p>	<p>Planning Department.</p>	N/A

Related Goal	Implementing Program	Schedule	Tasks & Responsibility (Desired Units)
Goal F: Equal Opportunity for Housing	<p><i>Program 4.5 Amend the Zoning Code within one year of adoption of the Colma Housing Element to clarify that transitional and supportive housing is considered a residential use of the property, subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.</i></p> <p>California Government Code §65583(i)(1) requires provisions for supportive and transitional housing. Together, supportive and transitional housing are one solution to homelessness. They offer the homeless a means to transition to permanent housing. Even though the County's Homeless Survey finds that there is little to no homelessness in Colma, the Town continues to work with other jurisdictions to alleviate homelessness in the County. The Zoning Code should be amended to clarify for members of the community and sponsors of transitional and supportive housing that such housing is permitted in the same way as a single-family residence would be.</p> <p>The Zoning Code amendments shall include specific criteria for the approval of use permits for emergency shelters, including but not limited to the following:</p>	<p>Draft and adopt Zoning Code amendments by December 2013</p>	<p>N/A</p> <p>Planning Department</p>

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Goal F: Equal Opportunity for Housing <p><i>Program 4.6. Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities.</i></p> <p>Identify unmet needs and – to the degree possible – overcome any constraints, including lack of capacity and available resources.</p>	Development of program and ongoing implementation	Planning Department	N/A	
Policy 5: Assist citizens in locating and retaining affordable housing and promote equal housing opportunity and fair housing.	<p><i>Program 5.1 Knowledgeable Housing Referral.</i></p> <p>The Colma Planning Department currently retains a listing of major agencies and organizations active in housing related services in nearby cities and a listing of relevant regional, state and federal offices providing project funding and individual assistance. In particular, persons requesting information or assistance relative to fair housing discrimination complaints shall be referred to the County Community Services Department and provided with State and Federal printed information concerning Fair Housing Law and rights. Local fair housing policies are posted for public review at the Town Hall, Colma Community Center, and Creekside Villas, the Town's Senior Housing Complex.</p>	Ongoing implementation of existing program	Planning Department is responsible for the ongoing management of the existing program.	N/A

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
<p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p> <p>Goal F: Equal Opportunity for Housing</p>	<p><i>Program 5.2 Human Investment Project (HIP) Support.</i> The Town supports the Human Investment Project (HIP), which provides affordable housing opportunities to residents of San Mateo County such as a Home Sharing Program for the elderly and roommate referral. Information about HIP is periodically printed in the Town's monthly newsletter.</p>	<p>Ongoing implementation of existing program</p>	<p>Planning Department is responsible for the ongoing management of the existing program. City Council responsible for the approval of any monetary support.</p>	<p>N/A - Supports units and housing outside of Colma.</p>
<p>Goal B: Assist in making affordable units available</p> <p>Goal F: Equal Opportunity for Housing</p>	<p><i>Program 5.3 Section 8 Rental Assistance.</i> Through this program, the Town actively encourages very-low income households to apply to the San Mateo Housing Authority for rent subsidies. Information on application dates and contacts will be disbursed to the community by the Colma Planning Department, in addition to the Housing Authority's local advertisement. The Town's existing newsletter, mailed to all households, is also utilized to distribute information, as is the Town's website.</p>	<p>Ongoing implementation of existing program</p>	<p>Planning Department is responsible for the ongoing management of the existing program.</p>	<p>N/A</p>
<p>Goal D: Conserve and improve the condition of the existing housing stock.</p> <p>Goal E: Preserve assisted housing developments.</p>	<p><i>Program 5.4 Housing Recordkeeping.</i> Through this program a master list of total housing units and the estimated population is maintained by the City Planner and updated annually using building records.</p>	<p>Ongoing implementation of existing program</p>	<p>Planning Department is responsible for the ongoing management of the existing program.</p>	<p>N/A</p>

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
<p>Goal B: Assist in making affordable units available</p> <p>Goal E: Preserve assisted housing developments.</p> <p>Goal F: Equal Opportunity for Housing</p>	<p><i>Program 5.5 Address needs of Extremely Low-Income Households.</i></p> <p>To address the housing needs of extremely low-income households, the Town will identify and meet with nonprofit builders who specialize in building housing for extremely low-income households. This effort is designed to build a long-term partnership in development, assist potential developers in gaining access to specialized funding sources, identify the range of local resources and assistance needed to facilitate the development of housing for extremely low-income households, and to promote a variety of housing types, including higher density, multi-family and shared housing.</p>	<p>By July 2013, Town will meet with interested non-profit developers.</p> <p>By December 2013, the Town will prepare a list of potential incentives and resources.</p>		<p>N/A</p> <p>Planning Department will lead the outreach and information dispersal efforts.</p>
	<p>Policy 6: Recommended and promote energy conservation in existing and new housing.</p>		<p>Study the appropriateness, effectiveness and feasibility of adopting greenbuilding and green landscaping ordinances, as part of a Town effort to address global climate change and energy conservation. The study will include consideration of energy efficient design, use of renewable resources in building and interior design materials, and the incorporation of solar and wind energy infrastructure.</p>	<p>N/A</p> <p>Planning Department is responsible for drafting General Plan and associated climate action policies.</p> <p>City Council is responsible for approval of climate action policies.</p>

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Goal G: Sustainable residential development	<p><i>Program 6.2 Encourage use of cool roofing systems and other energy conservation measures to reduce a building's energy usage.</i></p> <p>The Town will provide information to the public on programs to assist in the provision of energy efficiency measures during new construction or as a residential retrofit.</p>	Ongoing.	Planning and Building Departments	N/A
	<p>Policy 7: Promote the conservation and improvement of the condition of existing housing stock, and encourage remodeling and expansion efforts by homeowners.</p> <p><i>Program 7.1 "Rebuilding Together Peninsula" Participation.</i></p> <p>The Town will continue participation in <i>Rebuilding Together Peninsula</i> as opportunities arise. <i>Rebuilding Together Peninsula</i> is a program organized by the Mid-Peninsula Housing Coalition. Through this program, Colma citizens and employees volunteer to rehabilitate a residence in the area, so their neighbors can live in warmth, safety and independence.</p> <p>Goal D: Conserve and improve the condition of the existing housing stock.</p> <p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p>	Ongoing participation in existing program	All Town staff and residents responsible for participation	0 new construction units 2 rehabilitated units 0 preserved units

Related Goal	Implementing Program	Schedule	Tasks & Responsibility (Desired Units)
Goal D: Conserve and improve the condition of the existing housing stock.	<p><i>Program 7.2 Minor Housing Repair Grant Program.</i></p> <p>The Minor Housing Repair Grant Program was run by the Town until December 2003. The funding program provided grants for repair of minor items such as unsafe walkways and porches, installation of insulation and dual-pane windows and energy-efficient appliances. The grants could also have been used for major repairs such as new roofs or foundation work, and for upgrades and retrofits pertaining to disable access.</p> <p>The Town will study the benefits and costs of modifying and reinstating the program, as well as study the program's effectiveness and possible ways to improve the program.</p>	<p>Study to be conducted by December 2013</p>	<p>Planning Department and City Manager's Office responsible for determine financial feasibility and effectiveness of the program.</p> <p>City Council responsible for adopting the program.</p>
Goal D: Conserve and improve the condition of the existing housing stock.	<p><i>Program 7.3 Neighborhood Improvement (Code Enforcement).</i></p> <p>Continue neighborhood improvement efforts through an active code enforcement program and provide staff as needed to improve residential areas. Consider revision of the Municipal Code section to allow administrative citation authority and to levy fees, civil penalties and continue to use civil and criminal litigation to bring about compliance.</p>	<p>Completed. Ordinance adopted September 12, 2012</p>	<p>N/A</p> <p>Planning Department, with assistance from the Building Official and City Attorney's office.</p>

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Goal D: Conserve and improve the condition of the existing housing stock.	<p><i>Program 7.3 Low-interest loan program for very-low, low, and moderate income homeowners.</i></p> <p>The Town will work to establish a low-interest loan program for rehabilitation of residential properties owned by those with very-low, low, and moderate income.</p> <p>Goal E: Preserve assisted housing developments at-risk of conversion to market-rate.</p>	<p>Study to be completed December 2013</p>	<p>Planning Department and City Manager's Office responsible for determine financial feasibility and effectiveness of the program.</p> <p>City Council responsible for adopting the program.</p>	0 newly constructed units 10 rehabilitated units 0 preserved units
Goal D: Conserve and improve the condition of the existing housing stock.	<p><i>Program 7.4 Underground Utilities in the Mission Road Corridor.</i></p> <p>The Town will work with PG&E to fund the undergrounding of utilities in the Mission Road corridor. It is hoped that this program will encourage private property improvement through the beautification of the neighborhood.</p>	<p>Portions completed but suspended due to recession. Add project to 2013-2014 CIP program.</p>	<p>Department of Public Works responsible for completion of the project</p>	N/A
Goal D: Conserve and improve the condition of the existing housing stock.	<p><i>Program 7.5 Nuisance Abatement and Property Maintenance process to Improve Individual Properties and Neighborhood Pride.</i></p> <p>The Town will continue its active pursuance of compliance by property owners on laws related to property maintenance permit conditions and construction and zoning codes in order to correct conditions of visual blight and to protect property values.</p>	<p>Ongoing enforcement of existing ordinance and standards.</p>	<p>Planning Department is responsible for ongoing enforcement of municipal zoning code</p>	N/A - As needed.

Related Goal	Implementing Program	Schedule	Tasks & Responsibility	Quantified Objective (Desired Units)
Goal D: Conserve and improve the condition of the existing housing stock.	<p><i>Program 7.6 Organize Community Clean Up Days.</i></p> <p>Town will organize community clean up days, to promote rehabilitation, renovation and home care. Program may include waste hauling programs, Town provided painting and other renovation supplies, and possibly organize volunteers.</p>	Program to be organized by December 2013	<p>Planning and Recreation departments responsible for drafting program.</p> <p>City Council responsible for adopting program.</p>	<p>0 newly constructed units</p> <p>20 rehabilitated units</p> <p>0 preserved units</p>